



Advertisement for Non-Academic Positions

Advt. No. 06/ 2018

Online applications are invited for the following positions at the Indraprastha Institute of Information Technology Delhi (IIITD), a State University established by an Act of the Govt. of NCT of Delhi:

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|------------------------------------------------|-----------|
| 1. Assistant Manager (Admin) | : 01 post |
| 2. Assistant Manager/Junior Manager (Accounts) | : 01 post |
| 3. Junior Research Engineer | : 01 Post |

The employment to the above posts will be full-time, Regular (initially on a Contract for 5 years and renewable as per Institute guidelines.)

1. Assistant Manager (Admin):

Essential Qualification & Experience:

Postgraduate in any discipline with 55% marks and 3 years of relevant experience.

Desirable: Working experience in Educational Institute/ R&D Organizations/ MNC of repute.

Key Responsibilities:

- Manage the security through an outsourced security agency. Managing means ensuring proper SOPs, reporting, regular monitoring and audit, etc.
- Be the single point of contact for all security related issues within the Institute.
- Manage the maintenance of Institute facilities (including residence blocks) through an outsourced security agency. Managing means ensuring proper SOPs, reporting, regular monitoring and audit, of all housekeeping as well as technical facilities management
- Be the single point of contact for all facilities management related issues within the Institute.
- Oversee other services being provided by different vendors in the Institute, e.g. mess, cafeteria, etc. to ensure that they are following the contracts and delivering the stipulated services.
- Regularly arrange for user feedback on various services (through survey tools which the Institute has.)
- Liaison with local authorities for the above, e.g. local police, other government agencies and ensuring renewal of all the statutory compliances.
- Daily and weekly reporting mechanism of the services.
- Ensuring that SLA are met.

- Preparation of snags list and de-snagging.
- Optimum use of manpower with the deployment of technology.
- Taking steps in energy conservation and preparing reports on monthly basis on energy consumptions and savings made

Preference would be given to those having:

- Good communication skills (Oral and Written) in English.
- Good Noting/ Drafting skills.
- Experience in dealing with outsourced facilities management, i.e. through a FMS agency, and/or in dealing with outsourced security agencies.
- Experience in both security management and facilities management.
- Experience in MNC/IT firms and Educational institutions will be preferred.

2. Assistant Manager/Junior Manager (Accounts):

Essential Qualification & Experience:

Full time M. Com. / MBA (with major in Finance) having minimum 55% marks or CA/CMA or equivalent and 3 years of finance and accounts experience for Assistant Manager (Accounts) or B. Com. with 55 % marks and 5 years' of finance and accounts experience for Junior Manager (Accounts).

Desirable: Working experience in educational Institute/ R&D Organization of repute.

Key Responsibilities:

- Accounting of all funds, including Departments / Centers etc. of the Institute.
- Management and reconciliation of all funds (timely investment / renewal, provision of interest accrued, certificates etc.).
- Handling of pay roll, taxation (individual and Institute), staff benefits / reimbursements.
- Financial Management of workshops/seminars/conferences etc. i.e. reimbursement of travel claims, refunds, receipt of participation fee etc.
- Handling fee receipts in ERP and reconciliation thereof, banking of receipts, withdrawals, reconciliation etc.
- Auditing of funds, furnishing of utilization certificates, statement of receipt and expenditure.
- Preparation and furnishing of management information reports as per requirement.
- Providing assistance in finalization and audit of books of account.
- Maintenance of record of budgets and track over utilization of budgeted funds.
- Maintenance of all documents/records/files related to funds, donations etc.
- Ensuring compliance with statutory requirements.

- Any other work assigned from time to time.

Preference would be given to those having:

- Work experience of educational institution / R&D Organization of repute.
- Sound knowledge of accounting software (such as Tally etc.), ERP, and MS Office.
- Time management skills and ability to work in time bound manner.
- High numeracy and technical skills.
- Excellent communication and presentation skills.

3. Junior Research Engineer (In the level/s of Junior Manager):

Essential Qualification & Experience:

B.E./B.Tech (EE, ECE, EI, EEE) with 55% marks & one year of relevant experience.

Desirable: Working experience in Educational Institute/ R&D Organizations/ MNC of repute.

Key Responsibilities:

- Maintenance and upkeep of teaching laboratories (Circuits Lab, Communications Lab, Robotics Lab, and RF Lab).
- Assistance in teaching activities in the lab courses.
- Assistance in Research Projects.
- Assistance in the procurement of laboratory resources.
- Leading the installation and upkeep of hardware installations on campus, including sensor nodes for building management system.
- Prototyping simple hardware designs for new research ideas (from taking the specifications to deciding the ICs appropriately, creating schematics, board layout and testing the hardware).
- PCB design, test, and evaluation using any industry standard software.
- Taking initiative in new installations of sensing and monitoring systems for smart operations of buildings in campus
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Preference would be given to those having:

- Experience in one or more of PCB design, Instruments and System Interfacing using LabVIEW or MATLAB, Sensor interfacing, Automation and Control, Microcontroller and FPGA programming, Hardware experience including IC selection for a given purpose and having Good programming skills.

Pay and Other Benefits:

Title of Post	Level (7th CPC)	Initial Basic Pay	Initial 7th CPC CTC
Assistant Manager	7	44,900/-	84,000/-
Junior Manager (Grade-III)	6	35,400/-	71,000/-
Junior Manager (Grade-II)	5	29,200/-	61,000/-
Junior Manager (Grade-I)	4	25,500/-	56,000/-

Other benefits include Dearness allowance as per govt. rates, HRA or leased accommodation, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, PDA & such other benefits applicable from time to time.

Note:

- 1. Depending upon qualifications, experience, CTC being drawn and based on recommendations of the selection committee, a Junior Manager can be appointed in any grade viz. I, II & III illustrated above.**
- 2. Qualification & experience/s will be reckoned as on last date for this advertisement.**

General Information/ Conditions/ Instructions:

1. Age limit: The maximum age limit is 35 & 30 for Assistant Manager & Junior Manager/Junior Research Engineer respectively.
2. All the appointment will be on contract for a period of up to five years, which shall be renewed based on performance (annually and at the end of 5 years) for continuation of their services as per institute regulations. The age of retirement will be 60 years.
3. Prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/ Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained through any means.
4. Shortlisted candidates will be informed for written test/ interviews through registered e-mail only.
5. The Institute reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualification and experience.
6. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for interview. No request in this regard will be entertained for review etc.
8. Qualifications/experience, age may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower grade/ scale depending upon their profile.

10. The Institute observes working 5 days a week and National Holidays as followed by the Institute on the lines of the Govt. of Delhi notification.
11. Number of positions may be increased or decreased depending upon the requirements?.
12. The selected candidates will be expected to join within one month from the offer of appointment.
13. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the No Objection Certificate before the interview or should send his/ her application through proper channel also.

How to Apply:

Candidates shall apply online on: www.iiitd.ac.in. The last date for submitting the online applications is August 24, 2018 by 5 PM. Incomplete application or if received after closing date will be summarily rejected.

(Registrar)